

**DEPARTMENT OF CHILDREN AND FAMILIES (DCF)**

**Standardized Board Resolution Form**

**Supporting Information for Contract # \_\_\_\_\_ for Contract**

**Period \_\_\_\_\_ to \_\_\_\_\_.**

**Agency: \_\_\_\_\_**

**Certification:**

We certify that the information contained in, or included with, this contract document is accurate and complete.

\_\_\_\_\_  
**Chairperson, Board of Directors**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**

\_\_\_\_\_  
**Date**

**Authorized Signatories for Contract documents, checks and invoices are: (List full name and title)**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

## **STANDARDIZED BOARD RESOLUTION**

The Board endorses the following commitments as defined in this document:

1. Health Insurance Portability and Accountability Act (HIPAA)\*

Specific to HIPAA (Health Insurance Portability and Accountability Act), the above noted Provider Agency is either (check A or B):

\_\_\_ A) A covered entity (as defined in 45 CFR 160.103)

\_\_\_ B) A non-covered entity and has executed a DCF Business Associate Agreement (BAA) last dated \_\_\_\_\_.

\_\_\_ C) A non-covered entity that will not be receiving or sharing personal health information.

Once executed, the BAA will be included in the Departmental Component's official contract file. The BAA *will be considered applicable indefinitely* unless there is a change in the Provider Agency's status, information or the content of the BAA, in which case it is the responsibility of the contracted Provider Agency to revise the BAA.

The Board agrees that if there is *any change* in their BAA Status, the Departmental Component will be immediately notified and the appropriate information provided within 10 business days.

**\* This section is not applicable for DCF Office of Education Contracts.**

2. Legal Advice

The Board acknowledges that the Department of Children and Families does not and will not provide legal advice regarding the contract or about any facet of the relationship between the Department of Children and Families and the Provider Agency. The Board further acknowledges that any and all legal advice must be sought from the Provider Agency's own attorneys and not from the Department of Children and Families.

3. Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13-20.25, superseding Executive Order 134 (2004))

The Board agrees that the Public Law.2005, Chapter 51 compliance forms submitted with the contract are accurate.

4. Public Law 2005, Chapter 92 (N.J.S.A. 52:34-13.2, formerly Executive Order 129)

The Board agrees that the Public Law 2005, Chapter 92 compliance forms submitted with the contract are accurate.